

Head Office

Tel: 0861 36 44 44

Fax: (086) 677 1070

Email: proadmin@proadmin.co.za

<http://www.proadmin.co.za>

PRO ADMIN SPRING PROMOTION TERMS AND CONDITIONS 2018

1. The Promoter of the **Spring promotion** campaign is Pro admin (Pty) Ltd, Reg no: 1989/003941/07 (“the Promoter”).
2. The **Spring promotion** will run from 01 September 2018 – 31 October 2018.
3. The **Spring promotion** is open to members of the public who would like to participate in accordance with the campaign rules.
4. **How to sign up for the Spring promotion:**
 - 4.1. Pro admin flyers will be handed to the public at different traffic light runs and other events throughout Gauteng.
 - 4.2. The interested recipient will have to visit the Pro admin website at <https://www.proadmin.co.za/promotions> and complete their details on the online form to take up the offer.
 - 4.3. The participant must provide their particulars: name, email address, contact number and related information required to complete the sign up.
5. **The Spring Promotion offer consists of three months’ worth of a FREE Service of your choice provided by Pro admin (Pty) Ltd and is subject to signing a twelve-month contract for Pro admin’s services.**
 - 5.1. The interested parties signing up during the **spring promotion offer**, will be contacted by Pro admin to discuss and implement their Service agreement with and between Pro admin, based on their selection made.

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PRO ADMIN (PTY) LTD.

Registration No: 1989/003941/07 | VAT No: 4140120553 | FSP No: 1234 | National Credit Regulatory No: NCRCP8757
Directors: Mr. JH Coetzee: CEO, Mr. CG Higgins CA(SA): Chairman*, Ms. DC Henning* (*Non-Executive Director)

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Your choice of Three Month's free service will apply as following:

Property Management Services: for a Sectional Title Scheme (ST Scheme)

- Pro admin's monthly management fee is free for the first three months

Property Management Services: for a Home Owners Association (HOA)

- Pro admin's monthly management fee is free for the first three months

Utilities: Pre-Paid Electricity Meters

- Pro admin charge a fee per meter that we read, in addition to the consumption that we charge. **Only the fee per meter will be free for the first 3 months**
- **Note:** There is no fee payable on pre-paid, so this is not free

Utilities: Pre-Paid Water Meters

- Pro admin charge a fee per meter that we read, in addition to the consumption that we charge. **Only the fee per meter will be free for the first 3 months**
- **Note:** There is no fee payable on pre-paid, so this is not free

Utilities: Conventional Electricity Meters

- Pro admin charge a fee per meter that we read, in addition to the consumption that we charge. **Only the fee per meter will be free for the first 3 months**

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Rental Management Services

- Pro admin charge a rental management fee to owners as a percentage.
- Thus the **rental management fee (as a percentage)** will be free for the first 3 months.

Solar Solutions

- Pro admin charge a monthly fee and then charge for the consumption.
- **Only the monthly fee** will be free for the first 3 months

Fibre to Home Management

- Pro admin charge an admin fee in addition to what is charged for the consumption.
- **Only the admin fee** will be free for 3 months.

Should you opt for Property Management Services: for a Sectional Title Scheme (ST Scheme) or a Home Owners Association (HOA) – our services entails:

As part of the management of your scheme and the day-to-day administration, the following forms part of our Management Services:

Meetings:

- Prepare and attend Annual General Meetings as well as Trustee meetings. This includes the drafting of the minutes of these meetings.

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Accounting:

- Prepare Annual Budgets to determine the monthly levies on behalf of the Trustees
- Prepare an Administrative Budget
- Prepare a Reserve Fund Budget
- Assist with the 10-year maintenance plan
- Administration of Employees and payment thereof
- Keep proper books of account monthly, in providing a full set of financials to the Trustees
- Arrange the annual audit with the appointed Auditors

Secretarial work:

- Submit the returns to the Receiver of Revenue
- Receipts and payments
- Collect levies due monthly
- Pay all contractual or ad-hoc payments monthly

Maintenance:

- Assist the Body Corporate/HOA in arranging for repairs for the maintenance of the common property when requested to do so.
- Assist the Body Corporate/HOA with their 10-year maintenance plan.

5.2. Utilities: Pro admin's Metering Products & Installation include:

- Conventional Water Meters
- Conventional Electricity Meters
- Pre-paid Electricity Meters
- Pre-Paid Water Meters

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5.2 Management of Utilities

- We take over the responsibility of settling the municipal account and the collection of revenue
- Eliminating the risk of overdue accounts
- We make use of only SABS approved metering equipment to ensure the best quality to our valued clients

On behalf of a Sectional Title Schemes and HOAs – Pro admin applies for the bulk account in its name and install sub-meters for each dwelling.

- The sub-meters are also supplied by Pro admin. However, the option to purchase them is also available.
- The owner of the dwelling will enter into an agreement with Pro admin and pay a deposit for the supply of electricity.
- Meters are read monthly and accounts then sent to the occupant. The client can also provide us with their own reading.
- Accounts are payable on the 1st of the month.
- Warning letters are issued on the 7th for any arrears accounts, should we not receive payment by the specified due date the supply will be terminated.
- Warning fees and re-connection fees are charged as prescribed by the local municipality.
- All individual meter readings are compared to the bulk meter reading and the difference is then billed to the Body Corporate/HOA. Monthly reports of arrears and charges are provided to the Trustees.

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5.3 Pro admin's Rental Management Services includes:

- Advertising & Listings
- Rental Assessments
- Qualifying the Potential Tenant
- Signing the Lease
- Collecting the Rent
- Inspections & Maintenance

5.4 Solar Solutions and Fibre to Home Management

6. The Promoter reserves the right to cancel the campaign at any time with immediate effect and without notice of cancellation. In such an event, all applicants waive any rights which they may have against the Promoter and hereby acknowledge that they will have no recourse or claim of any nature whatsoever against the Promoter or any company, person or sponsor related to the campaign.
7. All interested parties who signs up for the **Spring promotion** agree to be bound by the terms and conditions of the campaign.
8. These terms and conditions shall be governed by and constructed in accordance with South African law.
9. The Promoter shall not be liable for failure of any technical element relating to this promotion campaign that may result in an entry not being successfully submitted.

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